

# CITY OF LINCOLN

## AIRPORT MANAGER

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

### DEFINITION:

Under general direction, manages, plans, directs and coordinates the activities and operations of the Lincoln Municipal Airport including administrative, operational, maintenance, financial and capital development activities and services required to meet public service and facility requirements for a municipal airport within governmental guidelines; coordinates assigned activities with other divisions, departments and outside agencies; acts as a member of the Public Works management team; performs other related duties as required.

### DISTINGUISHING CHARACTERISTICS:

The **Airport Manager** is the management level class responsible for assisting the Director in the day-to-day administering, directing and supervising of airport activities. This classification is distinguished from the next higher classification of Director of Public Works in that the latter is responsible for overall management of the department.

### SUPERVISION RECEIVED AND EXERCISED:

Receives general direction from the Director of Public Works or his/her designee. Exercises direct supervision over subordinate professional, field crews, technical, clerical and management staff.

### ESSENTIAL FUNCTIONS:

- Manages the services and activities of the Lincoln Municipal Airport, including administrative, operational, maintenance, financial and capital development services and activities; ensures safe and competent service to the flying public, while maximizing cost-effective operation.
- Recommends and assists in the development, planning and implementation of departmental goals and objectives; assists in the development and implementation of department policies and procedures including those related to noise abatement.
- Formulates, oversees, coordinates and integrates Airport Master Plan with local, regional and state transportation authorities; implements the adopted Airport Master Plan and ensures cohesiveness and consistency with City policy; updates plan as needed to meet airport needs.
- Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; monitors and evaluates aircraft movements, in the air and on the ground, for safety and efficiency; recommends, within City policy, appropriate service and staffing levels.

- Prepares Federal and State grant applications for airport planning and development.
- Coordinates meetings of the Council Airport Advisory Committee and Airport Users Group.
- Markets airport property for rental and development.
- Plans, prioritizes, assigns supervises and reviews the work of subordinate staff members and contractors in assigned functions and activities; uses work order system to assign work efficiently and effectively.
- Monitors work activities to ensure safe practices, quality and accuracy; ensures compliance to applicable rules, policies and procedures.
- Recommends the appointment of subordinate personnel; trains, motivates and evaluates staff; provides or coordinates staff training; works with employees to correct deficiencies; assists in the implementation of discipline procedures.
- Oversees and participates in the development and administration of the Airport's annual budget; participates in the forecast of funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures; implements adjustments; identifies and develops revenue sources to fund airport projects; coordinate with federal and state agencies on project priorities and compliance.
- Administers and enforces federal, state and local codes and regulations related to airport activities and operations.
- Coordinates airport services and serves as the liaison for the Lincoln Municipal Airport with other City divisions, departments, airport businesses and outside agencies including other City, state and federal departments and governmental agencies; negotiates and resolves sensitive and controversial issues.
- Works with the local community to maintain a positive public image of the airport; coordinates and develops community education and outreach programs on airport and flight safety; responds to and resolves difficult and sensitive citizen concerns.
- Oversees the safe and proper provision of services to airport users including radio services, weather information, electrical lighting and fueling services; conducts the inspections of airport facilities, equipment and operations; develops, implements and oversees progressive maintenance programs and schedules needed repairs and services.
- Develops, implements, evaluates and maintains airport safety, security and emergency programs and procedures; reviews and/or generates accident and incident reports, takes appropriate action; coordinates and directs airport emergency procedures; manages airport operations for disaster support; organizes civilian aircraft, military, FEMA and related support.
- Coordinates and implements airport and land use planning measures to ensure compatible development near the airport.
- Coordinates the negotiations of purchase, lease and contract agreements for airport services and

maintenance equipment; evaluates, negotiates, drafts and prepares all airport land and building leases, amendments, attachments and enclosures; administers property leases, rents, fuel sales, hanger rentals, maintenance contracts, and all lease terms and conditions.

- Provides responsible staff assistance to the Public Works Director; oversees the preparation of operational and activity records and reports; conducts a variety of organizational studies, investigations and operational studies; recommends modifications to airport programs, policies and procedures.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of airport operations, including new industry technological improvements.

#### **PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:**

Position requires prolonged sitting, standing, walking on slippery, level and uneven surfaces, kneeling, squatting and stooping in the performance of daily activities. The position also requires repetitive hand movement and fine coordination in preparing reports using a computer keyboard. The position also requires both near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and personal service. The nature of the work also requires exposure to noise, dust, grease, smoke fumes, noxious odors and gases. The need to lift, drag and push files, paper and documents weighing up to 25 pounds is also required.

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification.)*

##### **Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Airport Manager**. A typical way of obtaining the required qualifications is to possess the equivalent of six years of increasingly responsible experience in airport operations, maintenance and safety including two years of administrative and supervisory responsibility.

##### **License/Certificate:**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in airport management, aeronautics, business, public administration or a related field.

A certificate as an Accredited Airport Executive (A.A.E.) by the American Associate of Airport Executives is highly desirable.

An appropriate and valid driver's license.

A valid pilot's license or certificate is highly desirable.

**KNOWLEDGE/ABILITIES/SKILLS:** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

**Knowledge of:**

The operational characteristics, services and activities of a municipal airport; principles, practices and functions of effective airport operations and services; principles and practices of municipal budget preparation and administration; principles of supervision; pertinent Federal, State and local laws, codes and regulations including Federal Aviation Administration and California Department of Aeronautics rules and regulations governing airport operations and safety; principles and practices used in the preparation and negotiations of airport leases, contracts and charges; practices and terminology of aviation; airport security, safety and emergency plans; proper maintenance of airport facilities and equipment including preventative maintenance; equipment and supplies used in airport operations; commercial property management principles and practices; procedures used in accident and incident investigations and reporting; airport land use compatibility planning concepts; techniques and practices used in radio communications; safe work practices including safe aircraft fueling practices; and proper English, spelling and grammar practices.

**Ability to:**

Provide effective leadership and coordinate the activities of Public Works airport staff; plan and organize efficient and effective work schedules; evaluate existing systems and procedures for improvement; analyze, interpret, summarize and present administrative and technical information and data in an effective manner; interpret and apply Federal, State and local policies, laws and regulations; negotiate and oversee contracts; represent the interests of the City in the community and at professional meetings as required; plan and administer budgets for assigned projects and activities; operate personal computers and related software programs, specifically software to assist in the operation of airport functions including services with individuals, groups, organizations and government agencies; gain cooperation through discussion and persuasion; perform mathematical calculations quickly and accurately; establish revenue-enhancing strategies; administer lease agreements; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

**Skill to:**

Operate an office computer and a variety of word processing and software applications.

<b>Salary Range:</b>	<b>24</b>
<b>FLSA:</b>	Exempt
<b>Employee Group:</b>	Mid Management/Confidential Self-Represented Unit
<b>Adopted:</b>	